

ADOA – General Accounting Office

QUICK REFERENCE GUIDE:

CHART OF ACCOUNT ELEMENTS FOR HRIS INTEGRATION

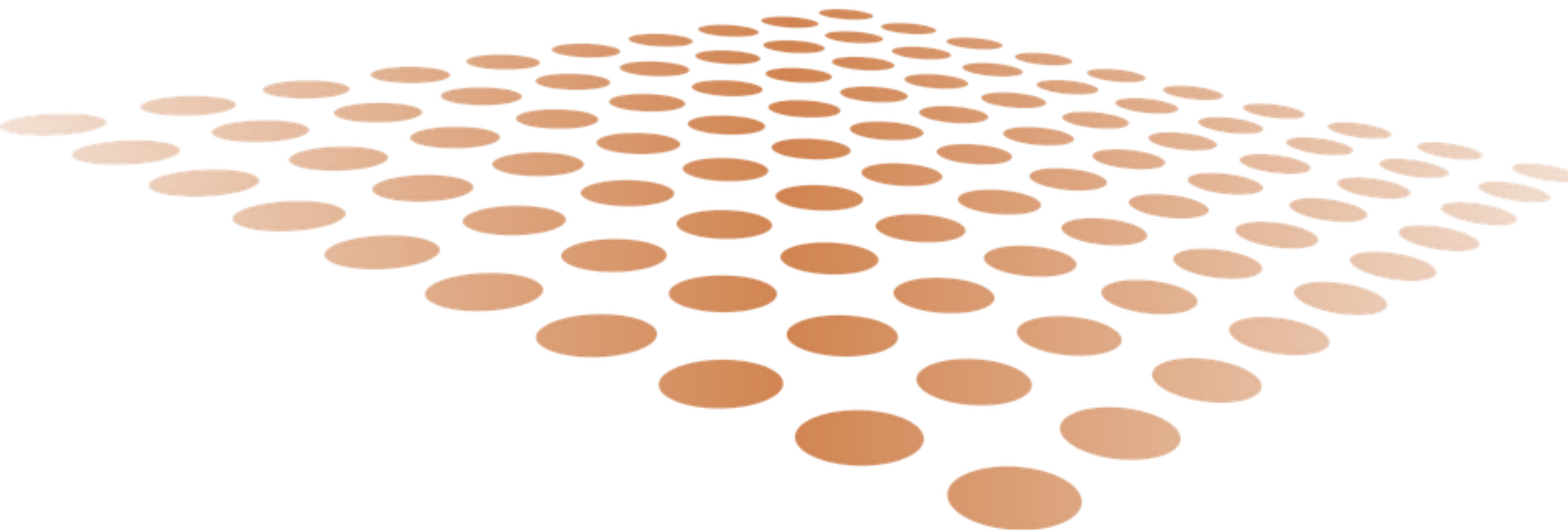




CHART OF ACCOUNT ELEMENTS FOR HRIS INTEGRATION

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All activities will be displayed with an icon

CHART OF ACCOUNT ELEMENTS FOR HRIS INTEGRATION

Creating and Modifying Chart of Account Elements Related to HRIS Integration

HRIS Labor Distribution determines how payroll expenditures are posted to AFIS. It is supported by the following HRIS elements:

- Accounting Unit
- Activity
- Account Category

The New AFIS Function code has been selected as the primary element for HRIS Labor Distribution and will map to the HRIS Accounting Unit. From the Function code the majority of Chart of Account elements are inferred.

The mapping of HRIS Accounting Unit to the New AFIS is as follows:

HRIS Accounting Unit = New AFIS Department (Agency) Code (2) + New AFIS Function (10 maximum)

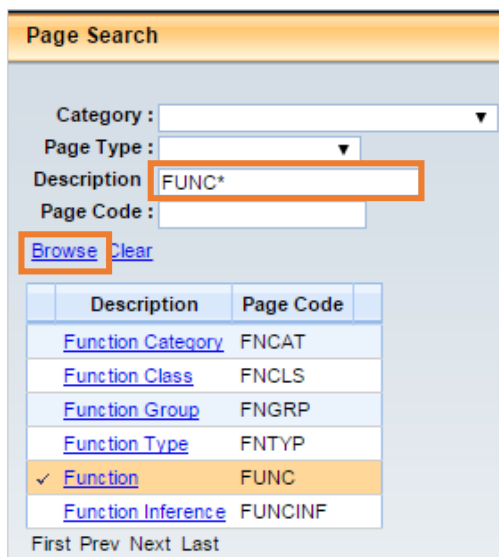
Example:

Agency/Department = ADA, Function = **GAO55221**

HRIS Accounting Unit = **ADGAO55221**

Creating a Function

Log into **AFIS**. Navigate to the **Page Search** table.



Page Search

Category :

Page Type :

Description

Page Code :

[Browse](#) [Clear](#)

	Description	Page Code
Function Category	FNCAT	
Function Class	FNCLS	
Function Group	FNGRP	
Function Type	FNTYP	
✓ Function	FUNC	
Function Inference	FUNCINF	

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Quick Reference Guide

1. In the **Description** field, enter **FUNC***
2. Click Browse or Enter
3. Select **Function** – FUNC

Locate existing Function to be used as an example.

1. Click **Search**
2. In the **Fiscal Year**, enter **2016**
3. In the **Department** field, enter ***your department code***
4. Click **OK**

Create the new Function.

Fiscal Year	Department	Function	Name	Active	Effective From	Effective To
2016	AAA	21180	BACK OF THE BILL ADJUSTMENTS	Yes		
2016	AAA	26001	CREDIT CARD INCENTIVES AND REBATES ADMIN	Yes		
2016	AAA	26002	CREDIT CARD INCENTIVES AND REBATES DISTR	Yes		
✓ 2016	AAA	29230	GARNISHMENT FEES-ADMINISTRATION	Yes		
2016	AAA	29240	ALTERNATIVE CONTRIBUTION RATE	Yes		

1. Select the record to copy – once selected there is a checkmark to the left of the fiscal year
2. Click **Copy**
3. Click **Paste**

Complete the General Information section. At a minimum, enter the following information:

1. **Fiscal Year:** current fiscal year



2. **Department:** 3 letter alpha for agency
3. **Function:** 10 characters' maximum, can be numbers, letters or mixture of both
 - In order to support HRIS integration, the Function element must not include spaces in the naming convention. The space needs to be simulated by using underscore or dash characters:

GAO 55221– is not supported

GAO_55221 – is supported

4. **Name:** 60 characters' maximum, can be numbers, letters or mixture of both (only first 30 characters will be interfaced to HRIS)
5. **Short Name:** 15 characters' maximum, can be numbers, letters or mixture of both
6. **Active:** check box if function will be active
7. **Budgeting:** needs to be always checked

Complete the **Extended Description** section. At a minimum, enter the following information:

- Extended Description – Additional comments

Creating a Function Inference

Navigate to the **Page Search** table.

Page Search

Category :

Page Type :

Description :

Page Code :

Description	Page Code
Function Category	FNCAT
Function Class	FNCLS
Function Group	FNGRP
Function Type	FNTYP
Function	FUNC
✓ Function Inference	FUNCINF

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1. In the **Description** field, enter **FUNC***
2. Click **Browse** or **Enter**
3. Select **Function Inference** – FUNCINF



Locate existing Function Inference to be used as a template

4. Click **Search**

Fiscal Year : 2016 Unit :
Fund : Function :
Department : AAA Function Name :
Appr Unit :
Ok Clear Cancel

5. In the **Fiscal Year**, enter **2016**
6. In the **Dept.** field, enter ***your department code***
7. Click **OK**

Create the new Function Inference

Select the record to copy – once selected there is a checkmark to the left of the fiscal year

1. Click **Copy**
2. Click **Paste**

Fiscal Year	Department	Function
2016	AAA	10580
2016	AAA	21046
2016	AAA	21050
2016	AAA	21060
2016	AAA	21080
2016	AAA	21180
2016	AAA	26001
2016	AAA	26002
✓ 2016	AAA	29230
2016	AAA	29240

Complete the record. At a minimum, enter the following information:

- Fiscal Year: Current fiscal year
- Department: agency three letter reference
- Function: When creating the Function Inference for the Function which will be used for HRIS integration (Function Type is HRIS or HRLG) you must enter at least the following elements:
 - Fund
 - Appropriation Unit
 - Unit
 - Task

Also, if the Function Type is HRIS or HRLG, then the following Chart of Accounts will be dis-allowed on the Function Inference Table:



Quick Reference Guide

- Object
- Department Object
- Enter other desired elements

Click **Save**, and the new function inference will be populated in the grid.

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

*Fiscal Year : 2016	Dept Object :
*Department : AAA STATEWIDE SYSTEMS PROCESSING	Dept Revenue :
*Function : 29230 GARNISHMENT FEES-ADMINISTRATION	Debt ID :
Fund : AA9230 PAYROLL ADMINISTRATION FUND	Location :
Sub Fund :	Sub Location :
Appr Unit : AA99230 Garnishment Administration	Activity :
Unit : A100 GENERAL ACCOUNTING OFFICE	Sub Activity :
Sub Unit :	Reporting :
Object :	Sub Reporting :
Sub Object :	Task : 100000 General Accounting Office
Revenue :	Sub Task :
Sub Revenue :	Task Order :
	Program :
	Phase :
	Program Period :

After Function and Function Inference record are established, you may proceed to updating Function Roll-up on the Function (**FUNC**).



Updating Function Rollup

Navigate to the **Page Search** table.

Page Search

Category :

Page Type :

Description :

Page Code :

[Browse](#) [Clear](#)

Description	Page Code
Function Category	FN CAT
Function Class	FNCLS
Function Group	FNGRP
Function Type	FNTYP
✓ Function	FUNC
Function Inference	FUNCINF

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In the **Description** field, enter **FUNC***

Click **Browse** or **Enter**

Select **Function** - FUNC

Locate Function to be updated

Fiscal Year :

Department :

Function :

[Ok](#) [Clear](#) [Cancel](#)

Click **Search**

1. In the **Fiscal Year**, enter **2016**
2. In the **Department** field, enter ***your department code***
3. In the Function field, enter the Function value to be updated
4. Click **OK**.



Complete the Rollups section. At a minimum, enter the following information:

General Information	
*Fiscal Year : 2016	Effective From :
*Department : AAA	Effective To :
*Function : 29230	Active : <input checked="" type="checkbox"/>
*Name : GARNISHMENT FEES-A	Budgeting : <input checked="" type="checkbox"/>
*Short Name : GARNISHMENT FE	Description :
Contact Code :	

Rollups	
Function Class :	
Function Category :	
Function Type : HRIS	
Function Group :	

- Function Type: enter Function type (HRIS or HRLG):
 - HRIS – The Function element will be included in the interface to HRIS
 - HRLG – The Function element will be included in the interface to HRIS and TRIRIGA

Note: You will not be able to enter Function Type until Function Inference (FUNCINF) is created. The following error will be displayed if Function Inference has not been created.

Component	Context	Severity	Override	Message
R_FUNC		Error		The associated Function Inference (FUNCINF) entry cannot be found. (C1013)



Additional requirements for the creation of HRIS Labor Distribution Elements for agencies

Additional Chart of Accounts elements have been requested to be available for HRIS Time Entry and HRIS Employee Time Entry (ETE). These elements can be entered in addition to new AFIS Function:

HRIS Activity:

- A. HRIS Activity = New AFIS Program (All agencies other than ADOT, EVA and FOA)
- B. HRIS Activity = New AFIS Program and Phase (ADOT)
- C. HRIS Activity = New AFIS Location and Sub-Location (EVA)
- D. HRIS Activity = New AFIS Activity and Sub-Activity (FOA)

HRIS Account Category:

- E. HRIS Account Category = New AFIS Program Period (All agencies other than ADOT and EVA)
- F. HRIS Account Category = New AFIS Activity (ADOT and EVA)



A. The Mapping of HRIS Activity for All agencies other than ADOT, EVA and FOA)

Activity (15) = New AFIS Department (Agency) Code (2) + New AFIS Program (10)

Example:

Agency/Department = EDA, Program = **CHARTADMN**

HRIS Activity = **EDCHARTADMN**

Currently all Programs are scheduled to be interfaced to HRIS. For Programs that should be excluded, use Program Category **EXCL** in the Rollups section.

Department	Program	Name	Major Program	Active
EDA	CEEDARADMN	UNIVERSITY OF FLORIDA CEEDAR CENTER ADMINISTRATION	FL CEEDAR CTR	Yes
EDA	CEEDARASST	UNIVERSITY OF FLORIDA CEEDAR CENTER ASSISTANCE	FL CEEDAR CTR	Yes
✓ EDA	CHARTADMN	CHARTER SCHOOLS- ADMINISTRATION	TITLE V PART B	Yes
EDA	CHARTASST	CHARTER SCHOOLS- ASSISTANCE	TITLE V PART B	Yes
EDA	CHARTTECH	CHARTER SCHOOLS- TECHNICAL ASSISTANCE	TITLE V PART B	Yes

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General Information

*Department : EDA

*Program : CHARTADMN

Auto Generate : ☐

Prefix :

*Name : CHARTER SCHOOLS- A

*Short Name : CHARTER ADMIN

*Major Program : TITLE V PART B

Sub Account :

Site Location :

Program Status :

Effective From :

Effective To :

Billing Agreement Date :

Active : ☒

Budgeting : ☒

Reimb Status : Allowed for Reimbursement

Reimb Eligible : ☐

Reclass Exclusion : ☐

Major Program Effective Start Date :

Major Program Effective End Date :

Final Bill : ☐

General Options

Rollups

Program Class :

Program Category : EXCL

Program Type :

Program Group :

You must utilize the Cost Accounting Setup (**CAS**) and Cost Accounting Maintenance (**CAM**) Documents to update the Program Category.



B. The Mapping of HRIS Activity for ADOT

Activity (15) = New AFIS Department (Agency) Code (2) + New AFIS Program (10) + New AFIS Program Phase (1)

Example:

Agency/Department = DTA, Program = **H325001**, Phase = **C**

HRIS Activity = DTH**H325001C**

Currently all Programs and Program Phases, which exist on Program/Program Phase table (PHPRG) are scheduled to be interfaced to HRIS. For Programs and Program Phases that should be excluded, use Sub Account value of **NOPR**.

Department	Phase	Phase Short Name	Program	Program Short Name	Billing Agreement Date	Active	Reimbursement Eligible	Reimbursement Status
✓ DTA	C	CONSTRUCTION	H325001	STW BR INSPECT	01/13/1993	No	Yes	Allowed for Reimbursement

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General Information

*Department : DTA
 *Phase : C
 *Phase Short Name : CONSTRUCTION
 *Program : H325001
 *Program Short Name : STW BR INSPECT
 Sub Account : **NOPR**
 Site Location :
 Program Status : X
 FV and Closed

Effective From Date : 05/11/1992
 Effective To Date :
 Billing Agreement Date : 01/13/1993
 Active : ☐
 Reclass Exclusion : ☒
 Reimbursement Eligible : ☒
 Reimbursement Status : Allowed for Reimbursement
 Program Effective Begin Date : 05/11/1992
 Program Effective End Date :

You must utilize the Cost Accounting Setup (**CAS**) and Cost Accounting Maintenance (**CAM**) Documents to update Sub Account value.



C. The Mapping of HRIS Activity for EVA

Activity (15) = New AFIS Department (Agency) Code (2) + New AFIS Location (6) +

“-“ (1) + New AFIS Sub Location (4)

Example:

Agency/Department = EVA, Location = **010020**, Sub Location = **01**

HRIS Activity = EV**010020**- or EV**010020**-**01**

Location = LOC page code

Location Class rollup of **HRS** must be used by agencies for a Location Code and Sub Location Code to be available for use in the HRIS.

Location

Department	Location	Name	Active	Effective From	Effective To
✓ EVA	010020	ST JOHNS CITY OF WASTE WATER TRTMNT PLNT	Yes		
EVA	010021	GARY MCDONALD CAR WASH	Yes		
EVA	010022	ALASKAN OIL CO	Yes		
EVA	010023	WAITE'S UNION 76	Yes		
EVA	010024	TUCSON ELECTRIC POWER CO SPRINGVILLE	Yes		

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General Information

*Department :

EVA

*Location :

010020

*Name :

ST JOHNS CITY OF WA

*Short Name :

1126

Contact Code :

Address 1 :

Address 2 :

City :

State :

Zip :

County :

Country :

Effective From :

Effective To :

Active :

☒

Budgeting :

☒

Description :

AZURITE PLACE ID ST JOHNS CITY OF WASTE WATER TRTMNT PLNT

Latitude :

Longitude :

Rollups

Location Class :

HRS

Location Category :

SITE

Location Type :

County :



D. The Mapping of HRIS Activity for FOA

Activity (15) = New AFIS Department (Agency) Code (2) + New AFIS Activity (6) + “-” (1) + New AFIS Sub Activity (4)

Example:

Agency/Department = FOA, Activity = **85003**, Sub Activity = **01**

HRIS Activity = **FO85003-** or **FO85005-01**

Activity

	<u>Fiscal Year</u>	<u>Department</u>	<u>Activity</u>	<u>Name</u>	<u>Active</u>
✓	2015	FOA	85003	Equestrian	Yes
	2016	FOA	85003	Equestrian	Yes
	2017	FOA	85003	Equestrian	Yes
	2018	FOA	85003	Equestrian	Yes
	2019	FOA	85003	Equestrian	Yes

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▼ General Information

*Fiscal Year :

*Department :

*Activity :

*Name :

*Short Name :

Contact Code :

Effective From :

Effective To :

Active : ☒

Budgeting : ☒

Description :

▼ Rollups/CAFR

Activity Class :

Activity Category :

Activity Type :

Activity Group :

CAFR Activity Unit :

Major CAFR Activity Type :

Minor CAFR Activity Type :

Reimb Eligible : ☒

FACP Eligible : ☐



E. The Mapping of HRIS Account Category for ALL Agencies other than ADOT and EVA

Mapping of HRIS Account Category to the New AFIS will work as follows:

Account Category (5) = New AFIS Program Period (5)

Example:

Agency/Department = ADA, Program Period = **FFY15**

HRIS Account Category = **FFY15**

Program Period Codes are created by the Cost Accounting Setup (CAS) and Cost Accounting Maintenance (CAM) Documents



F. The Mapping of HRIS Account Category for ADOT and EVA

Account Category (5) = New AFIS Activity (5)

Example:

Agency/Department = EVA, EVA Activity = **2ACLA**

HRIS Account Category = **2ACLA**

Activity Type rollup of **HRIS** must be used by agencies for an Activity Code to be available for use in the HRIS.

Activity

	Fiscal Year	Department	Activity	Name	Active
✓	2016	EVA	2ACLA	AQ SIP CONTROL ANALYSIS	Yes
	2017	EVA	2ACLA	AQ SIP CONTROL ANALYSIS	Yes
	2018	EVA	2ACLA	AQ SIP CONTROL ANALYSIS	Yes
	2019	EVA	2ACLA	AQ SIP CONTROL ANALYSIS	Yes
	2020	EVA	2ACLA	AQ SIP CONTROL ANALYSIS	Yes

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General Information

*Fiscal Year :

2016

*Department :

EVA

*Activity :

2ACLA

*Name :

AQ SIP CONTROL ANAI

*Short Name :

2ACLA

Contact Code :

Effective From :

Effective To :

Active :

☒

Budgeting :

☒

Description :

Rollups/CAFR

Activity Class :

2ACA

Activity Category :

2ASI

Activity Type :

HRIS

Activity Group :

AQMA

CAFR Activity Unit :

Major CAFR Activity Type :

Minor CAFR Activity Type :

Reimb Eligible :

☒

FACP Eligible :

☒